

SUSTAINABLE PROCUREMENT POLICY

The University of Birmingham recognises that its procurement activities have a significant impact on the environment, society and the economy and accepts that it has a responsibility to strive to effectively manage and minimise those impacts.

Reflecting the commitment made in its Strategic Framework – “Shaping Our Future – Birmingham 2015” to produce an Environmental Strategy which sets out the University’s core ambition to reduce the our carbon footprint and evaluate the environmental impact of all our activities, and in support of the practical actions that are already in progress to deliver on that core ambition through the University’s Information Technology Services Strategy and Carbon Management Plan, the University aims to embed sustainable procurement within its culture by committing to:

Work with staff and students to:

- Raise awareness and promote best practice in sustainable procurement, making information easily accessible and available for all.
- Promote the maximisation of the use of existing assets and resources.
- Reduce the demand for products and services by promoting the waste hierarchy of reduce, reuse and recycle cutting down on waste and promoting re-use and recycling.
- Raise awareness and ensure that environmental, social and whole life cost criteria are taken into account in the assessment of best value for money and in the purchasing decision making process.
- Promote the specification and selection of products and services that damage the environment the least and have a positive impact on society and the economy, including promoting the selection and use of Fairtrade products.
- Manage the procurement, use and disposal of products and services in order to reduce negative impacts on the environment.
- Ensure fulfilment of duty of care obligations and compliance with all relevant legislation throughout the procurement process and in the disposal of products at end of life. Undertake sustainability risk/impact assessments of products and services to be purchased.
- Promote the use of ethical suppliers and ethical supply chains.
- Communicate the sustainable procurement policy to its staff, students, contractors and suppliers and develop good practice through appropriate networks, benchmarking and training.
- Remove barriers to entry to encourage local, regional, SME and ethnic minority suppliers to compete for University business.

Work with contractors and suppliers to:

- Encourage new and existing contractors and suppliers to consider the social, economic and environmental impacts of their products, services and activities and take positive steps to improve performance against sustainability objectives.

- Encourage contractors and suppliers to comply with national and international standards on environmental and human rights issues and encourage a strategic approach to sustainable development and progress.
- Encourage contractors and suppliers to adopt sustainable approaches to the production of products and services and within their own supply chains.
- Promote awareness of the University's sustainability policies, objectives and aspirations in the supply market
- Remove barriers to entry to encourage local, regional, SME and ethnic minority suppliers to compete for University business.

Work with HE Sector and other purchasing consortia to:

- Ensure that the Consortia's Sustainable Procurement Policy includes commitments that are substantially similar to those set out in the University's Sustainable Procurement Policy and support the University in the fulfilling its commitments in regards to sustainable procurement.
- Ensure that the Consortia commits to removing barriers to entry such that suppliers within the locality and region of the University, and SME and ethnic minority suppliers irrespective of locality or region are encouraged and enabled to compete for Consortia contracts.
- Where appropriate encourage Consortia to competitively tender contracts on a regional basis to avoid suppliers in the region being precluded from competing due to the geographical nature of the Consortia.

The Sustainable Procurement Policy applies to everyone who specifies and purchases products and services on behalf of the University and therefore to all commercial expenditure irrespective of source of funds. The commitments set out in the Policy will be delivered by means of the development of sustainable procurement objectives and action plan.

The Head of Procurement will have the lead responsibility to the Sustainability Task Group for the implementation of this Policy and for reporting progress annually against critical success factors associated with this Policy.

Objectives and targets will be set against:

- the Birmingham Business Charter; and
- the University's Carbon Management Implementation Plan
<https://intranet.birmingham.ac.uk/collaboration/environment/index.aspx>
- This document will be reviewed annually

Updated November 2014